Documenting Accomplishments – Employee
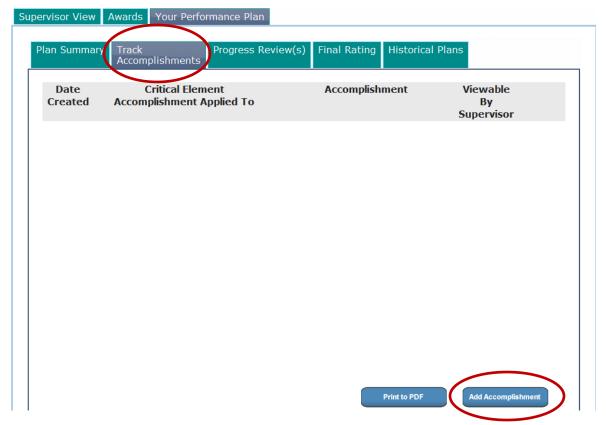
➤ Documenting Accomplishments

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal: https://hr.nasa.gov/

   Note: *SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).*

2. Click the **Track Accomplishments** tab

3. Click **Add Accomplishment**

4. Type in your progress notes

www.nasa.gov

5. If desired, click the checkbox for **Viewable by Rating Official**

Track a new Accomplishment for Performance Year 2014

Create a note to remind you of your accomplishments during the performance year. These notes are only visible to you unless you check 'Viewable by Rating Official'. You can also associate an accomplishment to one or more Critical Elements by clicking the check box next to the Critical Element title.
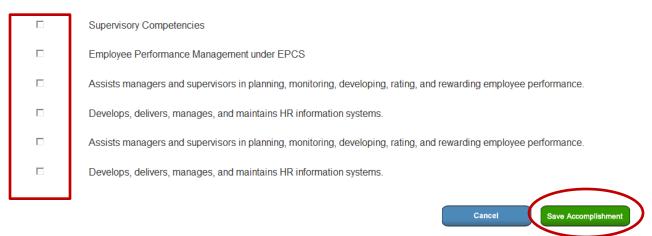
Accomplishment:

Please Note: When pasting from Microsoft Word, use the "Paste From Word" icon below the editor

Viewable by Rating Official: ☐

6. Click the checkbox to select the performance element to which this accomplishment applies

Select Critical Element(s) Accomplishment is related to:

☐ Supervisory Competencies

☐ Employee Performance Management under EPCS

☐ Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.

☐ Develops, delivers, manages, and maintains HR information systems.

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[Cancel] [Save Accomplishment]

Note: *The employee has complete control over the notes: you can edit or delete them, or make notes once visible to you no longer visible.*

7. Click **Save Accomplishments**